Distance Education Committee
Adopted Minutes
February 2, 2018
Room 505
10:30 a.m.-12:30 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 10:40 a.m. by Coordinator Erica Beam.
2. Roll Call	Members present were Isabel Anderson (LA); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Oanh Lam (MS); Ashlie Lawson (COUN); Katherine Luce (Lib); Laura Maghoney (AT&B); Scott Ota (IT); Rachel Purdie (SBS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Sandy Lamba (Dean of SBS); Sarah Nordin (AT&B); Svetlana Podkolzina (MS); Sandra Rotenberg (substitute Lib); and Kerri Ryer (SBS)
3. Approval of Agenda (2/2/18)	Erica Beam asked for a motion to approve the agenda. Adoption of February 2, 2018, DE Agenda: Motion to approve – Robin Sytsma; Seconded – Laura Maghoney; Passed – unanimously.
4. Approval of Minutes (12/8/17)	Erica Beam asked for a motion to approve minutes. Adoption of December 8, 2017, Meeting Minutes: Motion to approve – Laura Maghoney; Seconded – Ashlie Lawson; Passed – unanimously.
5. Public Comments	There were no public comments.
6. Information Items: *a. Academic Senate DE Task Force*	Academic Senate President Michael Wyly is putting together a DE Task Force to help address some DE processes, which include curricular concerns. Other concerns include how the level of instructor initiated contact is judged as well as feedback measures when publisher content is used in a course. Erica mentioned she would like to see all SCC faculty be @ONE certified.

	Isabel said the new faculty contract includes language that faculty who wish to teach online will have his/her course evaluated by a peer and the Dean. Erica said she would like to promote more education, resources, tools, training and support for faculty while deferring the evaluative processes to the Deans.
	Erica said the committee will draft something in March to include language on how much course content must be included in a development shell to qualify it for the mentor and review process.

b. *Online Teaching Conference – Anaheim June 18-20*

Erica asked faculty to put in a PD request if they are interested in attending the Online Teaching Conference in Anaheim June 18-20, 2018.

c. *Early adjournment for the Starfish Early Alert Presentation*

Erica said the DE Committee meeting will adjourn early so that anyone interested in hearing about Starfish could attend that presentation. She mentioned that Starfish integrates with Canvas. She talked about how Starfish is an early alert system that can be configured to send out announcements to faculty and students about topics or flagged items like grades or financial aid.

7. **Discussion/Action Items:**

a. *OEI application status*

Erica announced that the Senate added a resolution to support participation in the OEI Exchange.

b. *Faculty training courses and CE*

Erica announced that the second round of training courses will begin soon, and invited committee members again to participate in the training. Erica said she would like to recommend to the Senate that continued education requirements be added to the faculty contract as a way for faculty to stay current in best practices for distance education. Erica said faculty teaching face-to-face classes have flex activities, but there are no requirements for online faculty. Isabel suggested online faculty have a one-hour requirement each semester.

Erica said she would like to plan a DE Institute for the flex event in March. She said she will continue to do the eCompanion workshops, which seemed to be very popular at the January flex event. Another topic she would like to include is a workshop on Canva, which is a software program used to make your own graphics. She mentioned the new Canvas gradebook and accessibility as well. Isabel mentioned Turnitin, rubrics, and using the annotation feature with docviewer in Canvas as additional workshop topics. Erica asked committee members to let her know if they are interested in helping with flex workshops in March.

c.	*Success rates*	Erica shared with the committee information and comparisons that she and the Research and Planning Department gathered on institutional success rates with and without online courses and the effect that would have on enrollments. Erica asked the committee to think about what might be needed to increase institutional online student success rates, which is defined by a passing grade. Erica asked committee members to think about how the institution might not be supporting online students where support is needed. She feels better camera equipment would be a helpful resource.
d.	Student orientations	Erica said Carol's hands-on student workshops are great, but she would also like to see the requirements increased to take online courses. Rachel said she took a one-unit course online that taught you how to be an online student before she could take other online classes. Elizabeth mentioned that Western University students must complete and pass an orientation on how to be an online student before students can take online classes. Rachel mentioned that Solano may need to look at how working students are being accommodated with regard to the scheduling of classes as well. Erica said she likes the idea of offering a one-unit required orientation class. She mentioned another option would be to offer it in Canvas modules as a non-credit orientation. Elizabeth mentioned it might be offered as a prerequisite to signing up for other online classes. Erica said she would look into it and offer the committee more information on the topic at the March meeting.
e.	Equipment and DE resources	Erica would like to purchase equipment for Instructors to record his/her lectures. Not having an efficient method of recording lectures or board materials as in science or math can be a huge barrier. Scott said many colleges have a media lab for faculty. Erica liked that idea as well. Erica mentioned media storage is an issue at Solano, but she will speak with someone about that issue as well.
f.	Course Shell Reviews	SOC 002 (LM) Faculty members who reviewed the shell listed above recommended the course be approved.

g. Assignments	Erica asked for volunteers as mentors and reviewers for the shells listed below. The mentor will review the self-assessment and complete the rubric for A, B, and C. Erica will do the review for D and E of the rubric. Mentors and reviewers were assigned as follows: • ENGL 001 (ML-R) – Mentor, Isabel • CDFS 038 (RO) – Mentor, Laura • CDFS 070 (RO) – Mentor, Oanh • COUN 007 (NM) – Mentor, Ashlie • SOC 001 (SM) – Mentor, Glenn • SOC 002 (SM) – Mentor, Erica • SJS 002 (SM) – Mentor, Robin • MGMT 193 (LS) – Reviewers, Svetlana and Laura It was determined that ASTR 040 was not ready for a mentor. ASTR 040 was deferred to a later date.
8. Next DE Meeting	The next meeting is scheduled for March 2, 2018, in Room 505 from 10:30 p.m.-12:30 p.m.
9. **Adjournment**	Erica Beam asked for a motion to adjourn the meeting. Motion to adjourn – Glenn Keyser. The meeting was adjourned at 12:00 p.m.